

VRIS UPDATE

INCIDENT & ACCIDENT REPORT Effective 5/12/2009 Number 217

SUMMARY OF UPDATES

The purpose of the Incident Report is to document any accident, injury or behavioral incident that occurs in the office that involves a client or another person in connection with a client (parent, representative, etc.). The Incident Report is to be submitted to the Assistant Director at the State Office with a copy to Scott Summers in the NDE Legal Counsel's Office within 48 hours or as soon as possible. The documentation will be helpful if there are questions or concerns that arise after the fact. The Incident Report documents the incident, who was present at the incident, where it occurred, and who was witness to the occurrence.

An Accident Report is available to document any **staff** injuries or accidents. These are to be submitted to the Human Resources Office. Refer to 15.3 of the NAPE Agreement for more information. These reports act as basis for Worker's Comp claims.

FORMS REVISED

The [Incident Report](#) is posted under Forms, Administrative Forms.
The [Accident Report](#) is posted under Forms, Administrative Forms.

TEAM COMMUNICATION

Please make all staff aware of this requirement. If there is any question on whether a report is necessary, call for clarification.

LEADERSHIP CONTACT

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